

Miami-Dade County Commissioner Sally A. Heyman, District 4

Announces

Mom and Pop Small Business Grant Program

(Application for financial assistance through Miami-Dade County)

Applications accepted:

January 14, 2013 through February 08, 2013

**Return original completed applications
no later than 12 noon February 8th to:**

**Commissioner Sally A. Heyman, District 4
1100 NE 163rd Street, #303
North Miami Beach, FL 33162**

Phone: 305-787-5999

****Faxed and incomplete applications will not be accepted****

MOM AND POP SMALL BUSINESS GRANT PROGRAM

BRIEF DESCRIPTION

The Mom and Pop Small Business Grant Program was created to provide financial and technical assistance to qualified small businesses that are approved for funding. This program has allowed small owned and operated businesses the opportunity to interact with local government under favorable conditions ultimately bridging the gap between the two entities.

- The program provides financial assistance to further the economic viability of recipients. Funding can be used to purchase equipment, supplies, inventory, commercial liability insurance, security systems, advertising and marketing and to make minor renovations.
- Technical assistance is made available to small businesses in order to create a better working and business environment, promote economic development opportunities, educate owners about various county-funded programs and projects, form/foster better working relationships among small business owners, retain and eventually create more jobs, offer the necessary training that small business owners so desperately need to become more efficient and competitive.

The program has grown each year and is now being offered countywide. As a result, we recognize that the needs of each district are different and our goal is to address this diversity. This grant package is *only* for District 4. Deadlines and application forms for each district may differ. Therefore, please be sure to pick up the appropriate application.

Miami-Dade County Commissioner Sally A. Heyman Mom & Pop Small Business Grant Program Guidelines

Miami-Dade County Commissioner Sally A. Heyman is offering Mom & Pop Small Business Grant applications to qualified businesses located in District 4. All businesses **must** meet the following criteria in order to qualify:

1. In business for at least 2 year(s) (include proof such as articles of incorporation).
2. Cannot have more than seven (7) full-time employees.
3. Cannot be a part of a national chain.
4. Have no more than two (2) businesses.
5. Submit a current Miami-Dade County Business Tax License and Municipality license if located in a Municipality at the time of application. Business name on application must match one on license (include copy of **each** license for the past **two** years).
6. A physical address is required. No P.O. Box as mailing address allowed.
7. Applicant must apply in district where business is located.
8. Home-based businesses can apply.
9. Applications will not be accepted after deadline.
Deadline: 12 noon, Friday, February 8, 2013 NO EXCEPTIONS.
10. Only one application per business.
11. Non-profit agencies cannot apply.
12. Businesses that relocate out of the district during the application, award and payment processing of the grant will be disqualified.
13. Business or owner does not have a delinquent loan with Miami-Dade County or a County funded department or agency.
14. Businesses that received funding in the past can apply, however **priority** will be given to those businesses that have never received funding.
15. Application must be typed or printed only. If application is illegible, it will automatically be disqualified.
16. Applicants must sign and submit all requested documents. Incomplete applications will not be considered.
17. **Must provide picture of business location (building, office, or work vehicle).**

Mandatory Workshops for Approved Recipients

Guidelines for the Mom and Pop Small Business Grant Program require that each approved recipient attend a mandatory business training workshop.

It is very important that you attend the entire two-hour workshop and complete the required package at that time. Otherwise, you may be disqualified from the program.

Approved businesses selected by the grant committee for a Mom and Pop Small Business grant will receive the date, time and location of the workshop.

The date, time and location of the workshop will be finalized at a later date. Approved grant recipients will be contacted with the workshop information.

DISTRICT 4

Mom and Pop Small Business Grant Program Miami-Dade County

APPLICATION

(Please print or type – illegible applications will not be considered)

I. Business Information

Business Name (as it appears on License)

Owner(s) Name

Business Address (as it appears on License)

Owner's Home Address

City

Zip Code

Business Phone

Business Fax

Cell Phone

Email address

Type of Business You Operate

\$

Amount of funding requested

II. Program Usage

I would like to be considered for financial assistance to address the following need(s):

<u>USAGE</u>	<u>DESCRIPTION</u>	<u>ESTIMATES</u>
<input type="checkbox"/> Inventory / Supplies		\$
<input type="checkbox"/> Business Equipment		\$
<input type="checkbox"/> Marketing / Advertising		\$
<input type="checkbox"/> Commercial Liability Insurance		\$
<input type="checkbox"/> Minor Renovations		\$
<input type="checkbox"/> Security System		\$

***applicants MUST fill in the blanks – if area incomplete, applications will not be considered**

Business owners are required to provide the following information:

1. How long have you been in business? Number of years _____
2. Have you ever applied for the Mom and Pop Grant before: Yes _____ No _____
3. Have you received a Mom and Pop Grant in the past? Yes _____ No _____
4. If yes, how much funding did you receive? \$ _____
5. My Miami-Dade County Business Tax License (2011, 2012 and 2013) are attached to the application.
Yes _____ No _____
6. My Municipality Business Tax License (2011, 2012 and 2013) are attached to the application.
Yes _____ No _____
7. Are you or any of the shareholders employed by Miami-Dade County?
Yes _____ No _____
8. If yes, what department? _____
9. Have you ever applied for a loan? Yes _____ No _____
10. If yes, with whom? _____
11. Was the loan approved? Yes _____ No _____
12. Do you have a past due loan with the County or any County funded department or agency? Yes _____ No _____
13. If yes, with whom? _____
14. Will you be contributing any funding to the project? Yes _____ No _____
15. If yes, how much? \$ _____
16. Do you own the building that you occupy? Yes _____ No _____
17. Are you willing to participate in Business Development workshops?
Yes _____ No _____
18. Do you currently market your business? Yes _____ No _____
19. If yes, how do you market, please explain (ex: newspaper ads, internet, coupons) _____
20. Do you belong to any networking groups? Yes _____ No _____

21. If yes, which groups? _____


22. Number of employees? Full-time:_____ Part-time: _____

23. Please provide the following information regarding your current employee(s):

[illegible]

If approved, please explain how you intend to use the funding? Please print

****This is the perfect opportunity for you to share**



COUNTY

My signature below indicates that I have read this document and fully understand its contents.

The information submitted on this document is true to the best of my knowledge.

Signature

Date _____

****Application will be considered incomplete unless a copy of County and City Occupational license are attached for all years required.****